

# Board of County Commissioners

6.05

## Leon County, Florida

### Policy No. 96-16

Title: Public Use of the Leon County Courthouse

Date Adopted: October 22, 1996

Effective Date: October 23, 1996

Reference: \_\_\_\_\_  
Statute, Ordinance, etc. (if applicable)

Policy Superseded: Policy No. 93-5, "Public Use of Leon County Courthouse, 1/23/93  
Number, Title and Date Adopted (if applicable)

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

While the Courthouse is owned by the citizens of Leon County, County Government is held responsible for its maintenance, appearance and control. Therefore, individuals or public organizations may use only the County Commission chambers, conference rooms on the second and fifth floors, courtrooms on plaza, second and third floors, the Calhoun Street balcony on plaza level, and the Monroe Street hard surface public access ways, to conduct meetings.

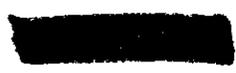
Individuals or public organizations making application to use Courthouse facilities shall comply with the "Procedures for Public Use of Courthouse" attached to and incorporated as an element this Policy.

To schedule courtrooms for meetings which are to occur during normal courtroom hours, the Court Administrator must be contacted for scheduling. For all such meetings which are to begin after 5 p.m., the Division of Facilities Management must be contacted for scheduling.

Those wishing to use the Commission Chambers, conference rooms, Calhoun Street balcony, or Monroe Street hard surface public access ways, must schedule and coordinate their use with the Division of Facilities Management.

Individuals or groups wishing to use an outdoor area of the Courthouse, as described above, must first obtain authorization to use the requested area from the Director of Facilities Management. Final approval to use the area must be obtained from the County Administrator or Board.

Access to the building, security and implementation of the Board of County Commissioners' Policy regarding eligibility to use the facilities shall be the responsibility of the Division of Facilities Management.



Public Use of the Leon County Courthouse  
Policy No. 96-16

## PROCEDURES FOR PUBLIC USE OF COURTHOUSE

The Leon County Board of County Commissioners welcomes you to your Courthouse. In order that all may enjoy the Courthouse, your assistance in following the procedures listed below is appreciated.

1. Contact Facilities Management at 488-1948 to arrange for your function and to coordinate access to the Courthouse.
2. The person making the reservation is responsible for coordinating these procedures unless prior arrangements are made.
3. If your function needs to be canceled, please notify Facilities Management as soon as possible.
4. To help maintain security in the Courthouse, please enter and exit through Parking Level Four South and use the south elevators where the Security Guard is located. Please do not allow entry from other doors. You need to sign in and out with the Security Guard.
5. Your group must remain in the area reserved for your function because of Courthouse security.
6. All safety and fire prevention rules must be observed. All open flames, sparks or other possible fire-producing materials are prohibited.
7. Do not exceed the posted room capacity for safety reasons.
8. Alcoholic beverages and smoking are prohibited throughout the Courthouse. Alcoholic beverages are prohibited throughout outside areas.
9. If food is involved, arrangements must be made in advance to prevent food, crumbs, etc., from being left in the area. All leftover food must be removed from the building. **No food or drinks allowed in the Commission Chambers.**
10. All furniture must be returned to its original place.
11. Trash receptacles need to be placed in the hallway after your function so they can be emptied before the next working day.
12. Your group is responsible for leaving the room or area clean and ready for business.
13. When ready to leave, please contact the security guard to have the room checked and secured. (This is for your protection.)

**THE COUNTY COMMISSION IS PLEASED THAT YOU HAVE CHOSEN YOUR  
COURTHOUSE FOR THIS FUNCTION. THANK YOU!**